INDIANA DEPARTMENT OF EDUCATION
SUPPLEMENTAL EDUCATIONAL SERVICES

2007-2008 COMPLIANCE AND ON-SITE MONITORING REPORT
FOR:

Muncie Public Library

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications	*Satisfactory*	**Lesson matches original description**	*2.5 Between Approaching Standard/Meeting Standard*	**Criminal Background Checks**	*In Compliance*
Recruiting Materials	*Satisfactory*	**Instruction is clear**	*3 Meeting Standard*	**Health/safety laws & regulations**	*In Compliance*
Academic Program	*Satisfactory*	**Time on task is appropriate**	*3 Meeting Standard*	**Financial viability**	*In Compliance*
Progress Reporting	*Satisfactory*	**Instructor is appropriately knowledgeable**	*3 Meeting Standard*		
Assessment and Individual Program Design	*Satisfactory*	**Student/instructor ratio:** 14:1	*1 Below Standard*		

As of the 2008-2009 school year, Muncie Public Library will no longer be providing SES programs to Indiana students.

On-site Monitoring Visit Rubric
DOCUMENT ANALYSIS Components

NAME OF PROVIDER: Muncie Public Library   **DATE DOCUMENTATION RECEIVED:** February 11, 2008
REVIEWER: ST

Providers are required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component may be required to address deficiencies within 7 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	UNSATISFACTORY	SATISFACTORY	COMMENTS
Tutor qualifications	**BOTH** of the following: -Tutor resumes/applications (all tutors) -Documentation of professional development opportunities in which tutors have participated (i.e. sign-sheets, agendas, presentations, certificates of completion, etc.) *In addition to:* **ONE** of the following: -Tutor evaluations (all tutors) -Recruiting policy for tutors (one copy) -Sample tutor contract (one copy)	-Tutor resumes/applications -Tutor evaluations -Professional development training overviews/narratives -Certificates of completion for professional development -Professional development agendas		X	-Tutor evaluations include ratings on key areas that impact tutor effectiveness such as documenting student progress, developing learning plans and curriculum; -Tutor meets provider's tutor qualifications; -Professional development opportunities on working with students in poverty, behavior management, building literacy skills, etc. are appropriate and in line with provider's application; -Documentation verifies tutor attended professional development trainings.
Recruiting materials	**TWO** of the following: -Advertising or recruitment fliers -Incentives policy -Program description for parents	-Recruitment postcards and flyers -Recruitment newsletter -Program description for parents		X	-Recruitment materials are appropriate and are in line with provider's application; -Program description for parents provides brief overview of program.
Academic Program	**ONE** of the following: -Lesson plan(s) for the observed tutoring session(s) and for each subject in which provider tutors *In addition to:* **ONE** of the following: -Specific connections to Indiana standards (cite exact IN standard to which lesson connects) -Description of connections to curriculum of EACH district the provider works with.	-Lesson plan -Connection to Indiana academic standards		X	-Lesson plan matches activities observed during monitoring visit although there was no lesson plan for the computer component of the lesson; -Lessons clearly connect to Indiana academic standards.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	UNSATISFACTORY	SATISFACTORY	COMMENTS
Progress Reporting	**ALL** of the following: -Progress reports (see IDOE e-mail for details regarding the request for progress reports) -Timeline for sending progress reports -Documentation of reports sent	-Progress report timeline -Progress reports -Documentation of reports sent -Parent signature pages for receipt of progress reports -SES Contract and SES Agreements		X	-Progress reports are informative, include assessment scores when appropriate, list goals, share progress toward goals, list student strengths and areas for improvement, and also provide suggestions regarding skills upon which students should continue to work on at home; -Progress reports are sent monthly to parents, teachers, and districts and are in compliance with the timeframe agreed to in SES Contracts and Agreements.
Assessment and Individual Program Design	**ALL** of the following: -Explanation of the process provider uses to develop Individual learning plans for each student - Pre-assessment scores and Individual learning plan for at least one student in each subject provider tutors (any identifying information for the student(s) must be blanked out) -Explanation and evidence regarding how provider's pre and post-test assessment correlates to Indiana academic standards.	-Description of Individual Learning Plan development process -Individual learning plans		X	-Process for developing Individual Learning Plan is appropriate; -Individual Learning Plans lack details regarding specific strategies that will be used to assist students in addressing skill gaps. In addition, while all of the plans include an overarching goal of students improving ½ to 1 full grade level on post assessments, the specific goals listed for each student are not written in measurable terms. For example, instead of stating a student will "increase reading skills", a measurable goal would be the student will increase their reading comprehension score by "X" points or "X" grade levels; -Evidence and explanation of assessment's connection to Indiana Academic Standards provides a clear description of the pre and post-test correlation to standards.

On-site Monitoring Rubric
OBSERVATION Components

NAME OF PROVIDER: Muncie Public Library

SITE: 2005 S. High Street

TUTOR'S INITIALS (ALL TUTORS OBSERVED): D.G., J.M., J.R., & A.C.

NUMBER OF LESSONS OBSERVED: 5

DATE: January 30, 2008

REVIEWER: S.T. & M.C.

TIME OF OBSERVATION: 4:30 p.m.

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a score of 1-4 points for each component. Providers receiving "1 or 2 points" on any component may be required to address deficiencies within 7 calendar days of receiving their final report. Failure to address deficiencies may result in removal from the state approved list.

COMPONENT	1 Below Standard	2 Approaching Standard	3 Meeting Standard	4 Exceeding Standard	REVIEWER COMMENTS
Lesson matches original description in provider application			X		- Three different groups of students worked with tutor assistants in small groups (2:1), one tutor worked with a large group of students (6:1), while seven students worked individually on the computer. The small groups worked on homework, math fact flashcards, or language arts worksheets with tutor assistants. The large group worked with their tutor on a "Wheel of Words" game. Each of these students took turns spinning the wheel guessing a letter to solve a word puzzle and then answering questions regarding whether the word was a noun, verb, synonym or antonym. - Most of the observed lesson for matched session description submitted by provider and was in line with provider application. However, although provider's application amendment states "Lesson plans for lab time will be developed and all students will be directed", there did not appear to be a lesson plan developed for computer time and no tutor was observed directing or interacting with students during their time on computers.
Instruction is clear			X		-For the most part, it appeared that students were knowledgeable about what was expected of them and what they should be working on; -Students at the computer had no interaction with a tutor, however, they seemed to know what to do in their computer program and also were aware that they could find a tutor to ask for help if additional assistance was needed; -The tutor and tutor assistants clearly communicated with students what was to be learned (with the exception being the computer session during which no tutor interacted with the students).

4

COMPONENT	1 Below Standard	2 Approaching Standard	3 Meeting Standard	4 Exceeding Standard	REVIEWER COMMENTS
Time on task is appropriate			X		-Students appeared to be completing their assignments and lessons with little redirection necessary from tutors; -For the most part, students were engaged in their learning activities.
Instructor is appropriately knowledgeable			X		-Tutor assistants working with students on homework or enrichment activities seemed knowledgeable about their roles and the level of direction they were to be providing to their small groups; -Lead tutor was familiar with material being covered in lesson. She also demonstrated appropriate tutoring strategies and coached students who provided incorrect responses during the "Wheel of Words" game rather than simply giving them the correct answer.
Student/instructor ratio:14:1	X			■	- There were 3 tutor assistants and one tutor working with a total of 19 students. As per IDOE Policies & Procedures for SES Subpart B, Section 2.4, a tutor assistant counts as .33 of a tutor and a provider may not count more than one tutor assistant towards the student/tutor ratio. This means that the student tutor ratio was 14:1 which exceeds the state's ratio limit (8:1 for large group instruction).

On-site Monitoring Visit Rubric
COMPLIANCE Components

NAME OF PROVIDER: Muncie Public Library   **DATE DOCUMENTATION RECEIVED:** February 11, 2008
REVIEWER: ST

The following information is rated "Compliance" (C) or "Non-Compliance" (N-C). Selected documentation listed for each component must be submitted as part of the site visit monitoring. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.**

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider may be contacted and may be required to develop and submit a corrective action plan for getting into compliance within 7 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider may be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	**ALL** of the following: -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	-Criminal background checks	X	
Health and safety laws and regulations	**ONE** of the following: -Student release policy(ies) *In addition to:* **ONE** of the following: -Safety plans and/or records -Department of Health documentation of physical plant safety (if operating at a site other than a school) -Evacuation plans/policies (e.g., in case of fire, tornado, etc.) -Transportation policies (as applicable)	-Emergency guidelines -Student release policy	X	
Financial viability	**ONE** of the following: -Documentation of liability insurance coverage *In addition to:* **ONE** of the following: -Audited financial statements -Tax return for the past two years	-Certificate of Liability Insurance -Audited financial statement	X	